

American Legion Baseball

National On-line Registration System Procedures

Register a Team, Initial Team Application Submittal

1. Coaches will go to <http://www.legion.org/baseball>
2. Click on register a team tab, this will take you to the team application page
3. Fill out the team application, pay close attention to the following area's:
 - A. Team Administrator Information: Enter the persons email address, the person who will be responsible to do team registrations, obtain insurance, pay fees, and future roster updates. The email address you enter, will be the only one who receives the user id and password for National, to gain access to your teams area on the National On-Line Baseball System
 - B. Class: Enter either Class A, B, or C
 - C. Team Manager Contact Information: Input head coaches information
 - D. Agreement Signature: Enter name of sponsoring American Legion Post Commander or Adjutant
 - E. Last step will be to submit application, once submitted, National will send Department of Nebraska notification your application is pending approval. Department of Nebraska will review your application for approval or disapproval. If disapproved you will receive notification from the on-line system that your application was disapproved, you will be able to see why it was disapproved and you will then be able to correct the errors and resubmit your application. Once your application is approved, you will receive a user id and password from National On-line System to continue with the team registration process, obtain insurance, and pay all fees.
 - F. Coaches/Team Administrators have up to May 3, 2010 to submit team applications